

Postsecondary Education Commission
Veterans State Approvals
3 Barrell Court, Suite 300
Concord, N.H. 03301-8543

**Application for Approval of Educational and Training Programs for
Veterans Educational Assistance**

**Accredited Course(s)/Program(s) Leading to a Standard College Degree
or Vocational/Professional Occupation**
Title 38, United States Code--Section 3675; CFR 21.4253

The State Approving Agency for Veterans Education Programs has been legally designated to serve as the State agency responsible for the approval of educational and training programs/courses under the provisions of the various veterans educational assistance acts, more commonly known as GI Bills.

This application should be as complete as possible. Responses may be references to pages in the institution's catalog or other official publications. If space is inadequate or if the item is not fully described in the catalog or brochure, please include attachments. This application should be submitted in duplicate to *Lawrence Elbroch, Administrator of Approvals and Licensing, Postsecondary Education Commission, Veterans State Approvals, 3 Barrell Court, Suite 300, Concord, N.H. 03301-8543.*

1. Name and Location of Institution, University, College, School and/or Division 38 CFR 21.4253

_____ Date Founded: _____
Address: _____

Telephone: _____ Facsimile: _____
URL (web): _____

2. President/Principal/Director 38 CFR 21.4253

Name and Title: _____
Address: _____
Telephone: _____ E-mail: _____

3. Prerequisites 38 CFR 21.4253(a)(c)(e)(f)

One of the following requirements must be met to be approved as an accredited course/program.

- (1) Is the institution, college or university accredited by a nationally recognized accrediting agency listed by the U.S. Secretary of Education? Or is the course/program accredited at the college level by a specialized accrediting agency or association recognized by the Secretary of Education? If yes, identify name of organization and date of most recent notification: _____.

Name of Organization: _____

Institution _____ (Accredited) _____

Address _____

- (2) Is the course/program approved by the State Department of Education for credit toward a high school diploma?
_____ Yes _____ No. If yes, list date of most recent notification: _____.
If No, please attach an explanation.
- (3) Is the course conducted under the Smith-Hughes Vocational Education Act of February 23, 1917 (20 U.S.C. 11, et seq.)? _____ Yes _____ No.
- (4) Is the course accepted by the State Department of Education for credit for a teacher's certificate or teacher's degree? _____ Yes _____ No.
- (5) Is the course (i.e., Certified Nurse Assistant) approved by the State as meeting the requirement of regulations prescribed by the Secretary of Health and Human Services? _____ Yes _____ No.

4. Branch Location(s) 38 CFR 21.4253

List names and addresses of extension sites/branch locations where this course (program) is/will be offered:

5. Course(s)/Program(s) 38 CFR 21.4253(b)

List each program and starting date for which approval is being requested. Provide an attachment if more appropriate.

6. Adequate Personnel 38 CFR 21.4253(d)(8)

If unavailable in catalog/bulletin, enclose current (date coded) copies of instructors and administrator vitae/resumes and applicable licenses and certifications.

7. Curriculum 38 CFR 21.4253(e)(3)

A. For each program attach list of the subjects/units or courses and the applicable credit or clock hours required for successful completion of the course or program.

B. Include a notation of courses with supplemental delivery modes (i.e., independent study, practicums and cooperative education, etc.) for each program.

8. Student Schedule (Non College Degree) 38 CFR 21.4253(d)(5)

Enclose daily or weekly class schedules for each program that is measured on a clock hour basis. Indicate when breaks from classes exceed ten minutes.

Institution _____ (Accredited)

Address _____

9. Adequate Resources 38 CFR 21.4252(d)(7)

Quality teaching and learning are contingent upon adequate space, equipment, instructional material, and instructor personnel. Explain how the institution meets this standard.

10. Admission/Entrance Requirements 38 CFR 21.4253(e)(2)

Describe the entrance requirements for the course(s)/program(s) and identify any variances in requirements between course(s)/program(s).

11. Previous Education and/or Training 38 CFR 21.4253(d)(3)

A. How are records (school and military transcripts, DD214, etc.) of prior learning obtained?

B. How is prior learning evaluated and appropriate credit awarded?

C. How is credit for prior learning reported to the Department of Veterans Affairs?

12. Standards of Progress 38 CFR 21.4253(d)(1)(i)(ii)(2)(4)

A. Describe the grading system of the institution.

Institution _____ (Accredited)

Address _____

B. Describe the method of recording and reporting grades.

C. Define the minimum grade that is considered satisfactory and the minimum level of achievement to graduate.

D. Describe the policy for academic probation.

E. Describe the conditions for interruption (suspension/dismissal) for unsatisfactory grades or progress.

F. Describe the conditions of reentrance for students dismissed for unsatisfactory progress.

G. Describe how progress records are maintained by the institution and furnished to the student.

13. Attendance and Student Conduct 38 CFR 21.4253(d)(2)(4)(5)

A. How does the institution identify and record the exact date on which a reduction or increase in a student's course load occurs?

Institution _____ (Accredited)

Address _____

- B. Who is responsible for notifying* the Department of Veterans Affairs within 30 days following the effective date of the change in a student's course load?

**Any change in the student's enrollment status or course load must be reported to the Department of Veterans Affairs (1-888-442-5551) as soon as possible: VA Regional Office, P.O. Box 4616, Buffalo, NY 14240-4616.*

How will such notification be done? _____

- C. Describe the attendance standards and how the institution enforces such standards, i.e., absences permitted, provisions for make-up, etc.

- D. Describe the institution's policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct.

14. Addenda 38 CFR 21.4253(d)(1)(6)(8)

Please enclose two copies of the most recent editions of the following:

1. School Profile (if available)
2. Program of Studies Booklet or Catalog, and Student Handbook, or equivalent (CD Rom disc is acceptable) (contact State Approving Agency for certification details).
3. Calendar of classes (start and end dates, holidays, vacation, etc.)
4. Most recent financial statement, if institution is privately owned.

15. Affidavit 38 CFR 21.4253(d)(1)

I certify that the information in this Application and enclosure(s) is true and correct in content and policy.

Printed Name and Title of President, Principal or Director:

Signature

Date